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MINUTES

DIVISION TRAINING OFFICERS MEETING  
15 April 1955

ATTENDANCE:

[Redacted Attendance List]

1. Projected Language Training Activities. [Redacted] C/LETS/TR, reviewed language and area courses to be offered during the summer and discussed programs projected for fall.
2. New A&E Procedures. [Redacted] C/A&E/TR, discussed the two bulletins that were distributed: (1) Efficient Use of A&E Testing Services, and (2) Procedures for Requesting A&E Services. Effective date for the new procedure for A&E services will be Monday, 18 April. It was requested that all requests be oral and that no paper work be involved. Training Officers were requested to submit a list of bona-fide supervisors as the Division's A&E contacts. Copies of the new CMT Evaluations were passed out and reactions to the new form will be discussed at the next meeting.
3. PP Staff Sponsored "On The Job Training." Copies of the bulletin concerning PP Staff Sponsored On The Job Training which had been given to PP Deputies were distributed. As more time was needed for requirements to be submitted, they are requested at the next meeting. If necessary, more time can be given to work out requirements.

A PP Staff Organization and Functions briefing can be given in May if there is a requirement for it.

A Seminar on Cold War Planning to be given by PPC is planned for Chiefs and Deputy Chiefs of Country Branches. Training Officers may attend if they wish.
4. Long Term Requirements. All requirements are in and will be submitted to OTR next week. Copies of the results will be distributed to Division TO's.
5. Long Term Schedule. OTR will have the schedule out 1 May 55.
6. Admin Personnel Training. The status for administrative handling of the training of admin personnel remains unchanged.
7. Cumulative Training Records. This is under discussion with SSA/DDS. As yet no action has been taken for implementation.

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8. Admin Refresher course. The course for 18 April was cancelled due to low enrollment. There was discussion as to the substance and name of the course. Training Officers were requested to review the course content and be prepared at the next meeting to discuss whether or not the substance and/or name should be changed.
  9. Induction Course. This course is now known as the CIA Review. A memo has been forwarded to Director of Personnel requesting that Central Processing automatically schedule returnees for the course. Dates will be set as soon as the procedure for enrollment is established.
  10. Dependents Briefings. Briefing for dependents going out [redacted] will be 9-10 May and for [redacted] 13-14 June. A regulation will be issued describing procedure for enrollment, etc. *Hillman - note!*
  11. Service Designation "D" Personnel Training. The matter of the handling of training for "D" SD personnel is under consideration. It is planned that EOD's with a "D" service designation will be identified for administrative handling of their training as either FI or PP.
  12. Misuse of Waiver and CC Procedures. The Chairman requested that Training Officers look more closely at waiver requests to determine whether or not there is justification for constructive credit in view of experience, intelligence background, etc. The question was raised as to whether the waiver test could be used exclusively for waiving the BOC. It was agreed that this should be done in most instances with the exceptions to be treated on their individual merits.
  13. Operational Review for Training Planning Purposes. The question was raised concerning the extent to which long term requirements reflect operational planning. It was suggested that Division TO's meet with Division operations personnel when drawing up requirements.
  14. Training Records. TO's were reminded that training records of Division personnel should be brought up to date for maximum utilization when the Cumulative Training Record will be originated in the divisions.
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